



Josh Kaul
Attorney General

TIME System Newsletter



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A Message From Our Director

I began my career with the State of Wisconsin on January 9, 1984 as a Police Communications Operator (aka dispatcher) with the Wisconsin State Patrol. After spending a few years as a Regulation Compliance Investigator with the Department of Regulation & Licensing (now known as Department of Safety & Professional Services) I joined the Crime Information Bureau (CIB) on January 10, 1993. While at CIB I have held several different titles: Training Officer, TIME System Operations Coordinator, Field Services Supervisor, TIME and Technical Services Manager, and since October 13, 2008 - Director of CIB.

Over these 37 years, the TIME System has seen significant changes in functionality, methods of access, available data services on state and national levels. Wisconsin was first in several areas that included sharing Wisconsin criminal history records using Extensible Markup Language (XML) using a national standard and interfacing with the National Crime Information Center (NCIC) managed by the FBI using XML for queries through the eTIME Browser and Server to Server interfaces along with our CIB Hotfile data files. I am proud of my involvement in these areas and the accomplishments of CIB to improve our systems to provide you with the information needed to do your jobs and keep you safe.

With that said, it is time for me to say goodbye as I have announced my retirement from state service. I regret that I am not able to see all of you one more time at a CIB Conference. I have thoroughly enjoyed the opportunity to meet and get to know so many of you over the years. It has been my pleasure to serve all of you and the citizens of Wisconsin during my time with CIB.

As I move on, CIB will still be here for you. Please continue to reach out to CIB with your questions and suggestions on how CIB can continue to improve. It is your involvement and contributions that have gotten us to where we are today.

Take care, stay safe...

WALT NEVERMAN



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CIB Departure



Chris Kalina began her career with the State of Wisconsin on June 15, 1981 as a Computer Operator in the TIME System Control Center (TSCC) within the Wisconsin Department of Justice. At that time TSCC was part of CIB before being transferred to the Bureau of Information Services (BIS) later that year. On February 18, 2001, Chris returned to CIB as the TIME System Operations Coordinator and was promoted to TSCC supervisor on July 29, 2013 after TSCC had returned to CIB. Over these 39 years, Chris has been a tremendous resource and made significant contributions to the TIME System. Chris should be proud of her contributions and career to support to the law enforcement community.

Chris had a critical role during the Consolidated Data Network transition to BadgerNet using TCP/IP in 1999. This meant that the TIME System Message Switch and TIME System terminals also had to be upgraded. Many of you will remember that 1999 also marked preparation for Y2K to ensure the TIME System would continue operating as we rolled into 2000. Chris was on site in the office on December 31st, 1999 to watch the TIME System roll over without incident due to the preparations made in advance. Chris also served as the CJIS Information Security Officer (ISO) and has spoken to many of you over the years regarding the CJIS Security Policy requirements.

Chris has announced her retirement from state service with over 39 years of service. Her last day in work status will be Friday February 5th, 2021. Chris, thank you for your service to Wisconsin, CIB, DOJ, and the state and national law enforcement community. CIB wishes you the best in retirement.



Annual User Validation

The CJIS Security Policy section 5.5.1 Account Management requires that agencies validate their user accounts annually. Additionally, agencies are required to document when they conduct this validation process.

This simply means that at least once each year, agencies must review and validate their list of authorized users. This review should include TIME system users (eTIME, MDC, Portal 100, etc.) and users with physical and/or logical access to your secure location/network/systems (i.e. vendor, IT, cleaning personnel, etc.).

Once completed, this validation process needs to be documented in your agency records. This documentation may be needed as confirmation of user validation during your agency's TIME system audit.

This review should include removing access for those users no longer valid, ensuring the appropriate access levels are assigned to each user based on their duties and responsibilities, and ensuring the required background checks were completed, etc.

You should also ensure your agency's TRAIN roster only lists those who need TRAIN, TIME system or UCR access. If you have any questions, or need to make any changes please contact the Crime Information Bureau at cibtrain@doj.state.wi.us.

2021 TIME System Audits

2021 begins a new three-year audit cycle (2021 – 2023) for Wisconsin criminal justice agencies. Based on the geographic approach to our audits, the lower third of the state will be due for their TIME System and technical security audit.

We anticipate that the FBI will also be auditing several random Wisconsin agencies in 2021. Once confirmed, we will reach out to any agency the FBI plans to audit. If your agency receives notice that the FBI will be auditing your agency and you haven't heard from us, please contact us at cibaudit@doj.state.wi.us.

Agencies within the following counties will be contacted this year with details regarding their TIME System audit: Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Kenosha, Lafayette, Milwaukee, Ozaukee, Racine, Richland, Rock, Sauk, Vernon, Walworth, Washington, and Waukesha.

Additionally, any Wisconsin agency with N-DEx access will receive their N-DEx audit in 2021.

If you have any questions on the upcoming audits, please contact us at cibaudit@doj.state.wi.us. We'll be happy to answer any questions you may have.



Local Agency Security Officer (LASO) Training

As a reminder, the CJIS Security Policy requires that an agency's Local Agency Security Officer (LASO) take LASO training on an annual basis. 2021 LASO training is now available on TRAIN.

TACs and TRAIN Administrators are able to assign this training and track its completion just as they would any other TIME System training. This training includes the following items:

1. LASO roles and responsibilities.
2. Summaries of state and national audit findings.
3. A review of the most recent changes to the CJIS Security Policy.

Each agency with access to the TIME System is required to designate a LASO whose primary roles include the following:

1. Identify who is using the TIME System approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to these items.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated in the CJIS Security Policy.
4. Ensure the approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure CIB is promptly informed of security incidents.

If you have any questions on this training, please contact us at cibtrain@doj.state.wi.us.

Testing One, Two, Three...

If you find yourself needing to complete a test transaction through the TIME System you should **NEVER** run yourself or someone you know, this is against TIME System policy. CIB has created test records to use in these circumstances. Test records can be found on WILEnet in the CIB section in a document entitled "TIME Test Transactions."

If you have questions regarding test records or test transactions, please email CIB at cibtrain@doj.state.wi.us.

CIB Promotion

Craig Thering has accepted a position as the Criminal History Unit Manager in the criminal history section as of December 20, 2020. Craig previously served as a Program & Policy Analyst in the TIME & Technical unit since 2012. All of Craig's duties have been transferred to others within the TIME & Technical unit, please email cibtrain@doj.state.wi.us with any questions, comments or concerns. Congratulations Craig!

New – Blue Alert Caveat

The Blue Alert was created to rapidly disseminate information to law enforcement agencies, the media and the public to aid in the apprehension of violent criminals who have killed, or seriously injured an officer in the line of duty. Blue Alerts can also be issued when a suspect poses an imminent and credible threat to law enforcement, or when an officer is missing in the line of duty. As of January 5, 2021 NCIC will include a new “Blue Alert” caveat that will be returned on Missing Person, Wanted Person, Violent Person and Vehicle files.

If any of the above circumstances exist in Wisconsin an agency should send an Imminent Threat to Law Enforcement (ITLE) administrative message using mnemonics ITLE. To learn more about ITLE messages please see the May 2020 TIME System Newsletter.

Below is an example of a Missing Person record with a Blue Alert:

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

MKE/MISSING PERSON OTHER

BLUE ALERT WARNING. THE INDIVIDUAL OF RECORD IS AN OFFICER MISSING
IN THE LINE OF DUTY.

ORI/WI013175Y NAM/TEST, RECORD C SEX/F RAC/W

DOB/19121212 HGT/504 WGT/140 EYE/BRO HAI/BRO

MNP/MP DLC/20210101 OCA/TEST

NOA/N

MIS/BLUE ALERT TEST RECORD ONLY TAKE NO ACTION BASED ON THIS RECORD

DNA/N

ORI IS DOJ CIB TRAINING SERVICES TERMINAL 2 MADISON 608 266-7314

NIC/M726105240 DTE/20210105 1436 EST DLU/20210105 1436 EST

To see an example of a Wanted Person, Violent Person or Vehicle record caveat please review the basic training handout found on WILEnet. If you have any questions regarding the Blue Alert caveat, please email cibtrain@doj.state.wi.us.



2021 In-Service training

Topics covered in this years In-Service training are: Timely Entry of Records, Gender X, Vehicle Purge Requirements, Summary CHRI, Hazardous Materials and the BLUE Alert.

Register today in TRAIN, the handout can also be found on WILEnet

2021 TIME System Rates

Just a reminder that the TIME System rates have increased as of January 1, 2021 please see new rates below:

<u>System Access Fees</u>	Effective January 1, 2021	
Traditional	\$60/month	
Department of Corrections	\$6,500/month	
District Attorneys	\$6,500/month	
Non-Traditional	\$125/month, < 75,000 **	
	\$150/month, 75,000 to <150,000 **	
	\$200/month, 150,000 or more **	
<u>System Support</u>		
Per Certified Officer	\$4.25/month	
Minimum Officer Annual Billing	\$204/year	
<u>BadgerNet</u>		
Per TIME Circuit	\$620/month	no change

New License Plates - DOT

DOT will be offering two additional specialty plates effective December 6, 2020. Operating Engineers Local 139 and Keeping the Lights On. Operating Engineers Local 139 license plates are issued to Operating Engineers Local 139 union members and Keeping the Lights On license plates are issued to any individual or non-individual who is interested in expressing support for Wisconsin utility workers. No special parking privileges are provided with either license plate.

Operating Engineer Local 139

The plates have an orange background with black numbers and letters. Wisconsin is printed at the top and Operating Engineers is printed at the bottom of the plates. A graphic of the Operating Engineers Local 139 logo is on the left next to the plate number. Non-personalized plates display the stacked letters 'EG' as a suffix.

The plate type for Operating Engineers Local 139 plates is ENG.

Use license plate type "CV" for inquiry.

Use license plate type "PF" for entry.



Keeping the Lights On

The plates have a white background with the plate number in black numbers and letters. Wisconsin is printed at the top and Keeping the Lights On is printed at the bottom of the plates in red. A graphic with the silhouette of a utility worker is on the left next to the plate number. Non-personalized plates display the stacked letters 'UT' as a suffix.

The plate type for Keeping the Lights On plates is UTL.

Use license plate type "CV" for inquiry.

Use license plate type "PF" for entry.



Children Hospital of Wisconsin - updated

The Children's Hospital of Wisconsin license plate has a new design. The new design has a blue background with white numbers and letters. "Wisconsin" is printed at the top and "Children's Wisconsin" is printed at the bottom of the plates. A graphic of two standing children holding hands is on the left next to the plate number. Non-personalized plates display the stacked letters 'CH' as a suffix.

The DOT plate type for Children's Hospital of Wisconsin plates is CHW.

Use license plate type "CV" for time inquiry.

Use license plate type "OR" for entry



DOT ceased issuing the previous Children's Hospital of Wisconsin design on December 6, 2020. Children's Hospital of Wisconsin plates previously issued with the older designs continue to be valid for use on vehicles, provided they are legible and have valid registration.

Additional DOT plate information can be found at the links below:

Computer Inquiry Codes (includes DOT plate abbreviations and TIME codes):

<https://wisconsindot.gov/Pages/dmv/vehicles/title-plates/inquiry-codes.aspx>

Special License Plates (list):

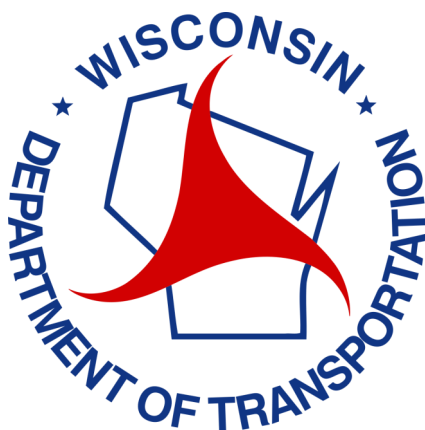
<https://wisconsindot.gov/Pages/dmv/vehicles/title-plates/special-list.aspx>

Special License Plates (guide with details):

<https://wisconsindot.gov/Pages/dmv/vehicles/title-plates/special.aspx>

Wisconsin License Plate Guide:

<https://wisconsindot.gov/Pages/dmv/vehicles/title-plates/plateguide.aspx>



CIB Fax Requests

Due to the continued pandemic staff in CIB are continuing to work remotely. In an effort to expedite your requests, such as Recalls, PSNs, New Users, and N-DEx forms, please consider emailing your requests to cibtrain@doj.state.wi.us instead of sending them via fax.

CIB Only Misdemeanor Warrants: Gold Star Agency Update

Earlier this year we started our campaign for eligible non-felony state law warrants to be entered into NCIC.

A special thank you to all of the Gold-Star agencies listed below that have already reached out for a list of their records:

**Washington Co SO
Ozaukee Co SO
Marshfield PD
Chippewa Co SO
Columbia Co SO
Kenosha Joint Services
Vernon Co SO
Florence Co SO
Polk Co SO
Pepin Co SO
Janesville PD
Jefferson PD
Sheboygan PD
Monroe PD
Eau Claire Co SO
Richland Co SO
Eau Claire Communication Center
Pierce Co SO**

****Remember, NCIC accepts only one warrant into NCIC and it should be the warrant with the highest extradition limitation. If you have multiple warrants for a subject in CIB Only and none in NCIC, cancel and reenter one record into NCIC. If you cancel the warrant in NCIC, and have another warrant in CIB Only, you should cancel and reenter the warrant from the CIB Only Hotfiles into NCIC.**

This process can also be done during the monthly validation process. If your agency would like to join the gold star agencies above please contact CIBTrain@doj.state.wi.us for a list of your current CIB only warrants.

Keep up the great work!





CIB Contacts

	<u>Name</u>	<u>Telephone</u>	<u>Fax Number</u>	<u>Email</u>
Director	Walt Neverman	608-264-6207	608-267-1338	nevermanwm@doj.state.wi.us
Deputy Director	Bradley Rollo	608-261-8134	608-267-1338	rollobr@doj.state.wi.us
TIME & Technical Services Manager	Katie Schuh	608-266-0335	608-267-1338	schuhkr@doj.state.wi.us
Training Officer - Senior	Emily Freshcorn	608-261-5800	608-267-1338	freshcornek@doj.state.wi.us
Training Officer	Gregory Kosharek	608-261-7667	608-267-1338	kosharekgr@doj.state.wi.us
Training Officer	Sara Phelan	608-266-9341	608-267-1338	phelansm@doj.state.wi.us
TIME System Operations Manager	Chris Kalina	608-266-7394	608-267-1338	kalinaca@doj.state.wi.us
TIME Analyst	Sarah Steindorf	608-261-8135	608-267-1338	steindorfsr@doj.state.wi.us
TIME Analyst	Vacant	608-266-7792	608-267-1338	
TIME Analyst	Zach Polachek	608-264-9470	608-266-6924	polachekzd@doj.state.wi.us
TIME Analyst	Jeanette Devereaux-Weber	608-266-2426	608-267-1338	devereauxweberjd@doj.state.wi.us
TIME System Audits			608-267-1338	cibaudit@doj.state.wi.us
TIME Billing			608-267-1338	timebilling@doj.state.wi.us
AFIS Operations Manager	Adrianna Bast	414-382-7500	414-382-7507	bastar@doj.state.wi.us
Criminal History Unit	Craig Thering	608-261-6267	608-267-4558	theringcd@doj.state.wi.us
	Brandon Smith	608-266-0872	608-267-4558	smithbp@doj.state.wi.us
Firearms Unit	Andrew Nowlan	608-267-2776	608-267-1338	nowlanam@doj.state.wi.us
TRAIN		608-266-7792	608-267-1338	cibtrain@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	
WILENET		608-266-8800		wilenet@doj.state.wi.us

Check the WILENET website for additional data at www.wilenet.org